



## **Office 365 User Manual**

## Summary

As a first time, you will need to do a few steps before you can login to Office 365:

- register your initial (temporary) password,
- register your security questions & answer (answer at least 3 security questions) for self password reset,
- reset your initial (temporary) password to a new password of your choice.

After you have done the steps above, you will be able to login to Office 365. You will need to set up your outlook for the first time. Office 365 will allow you to use Outlook for emails and web based applications such Microsoft Word, Excel, PowerPoint, and OneNote.

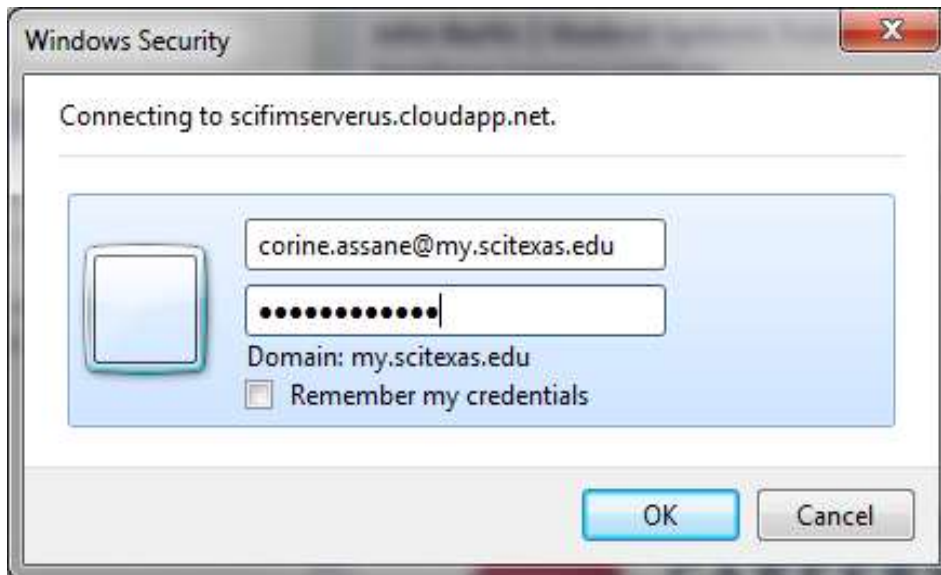
## Steps

1. To open the SCI Password Registration Portal , click on:-

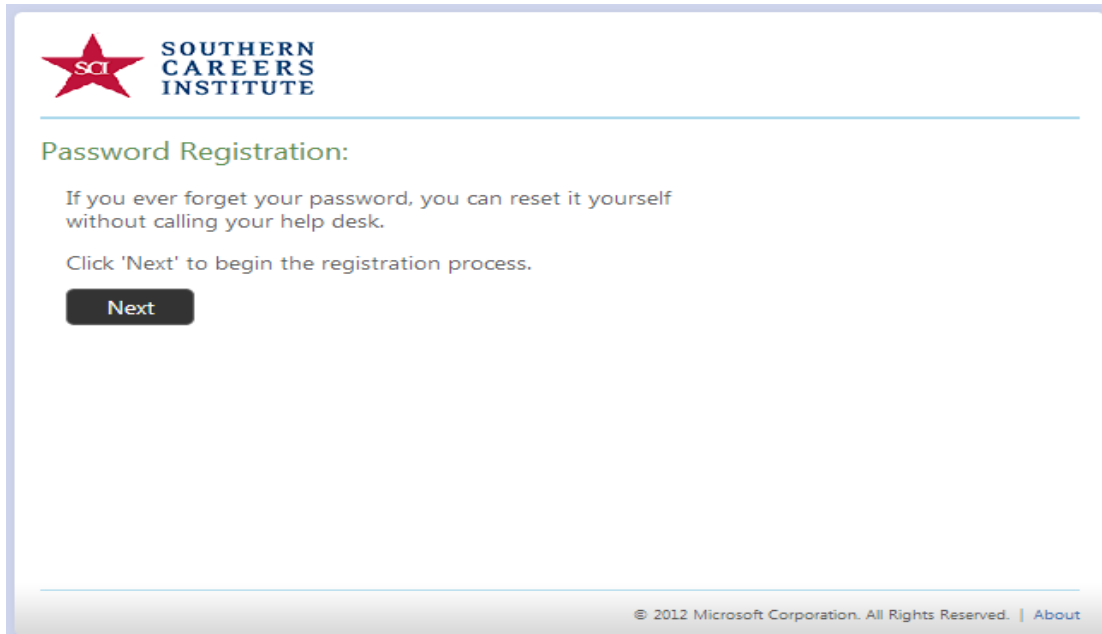
<http://scifimserverus.cloudapp.net:91/default.aspx>

You will get the login screen as below, here enter your credentials and click on Ok.

- a. User Name – corine.assane@my.scitexas.edu
- b. Pass Word – \*\*\*\*\* (**Initial (temporary) User password provided**)

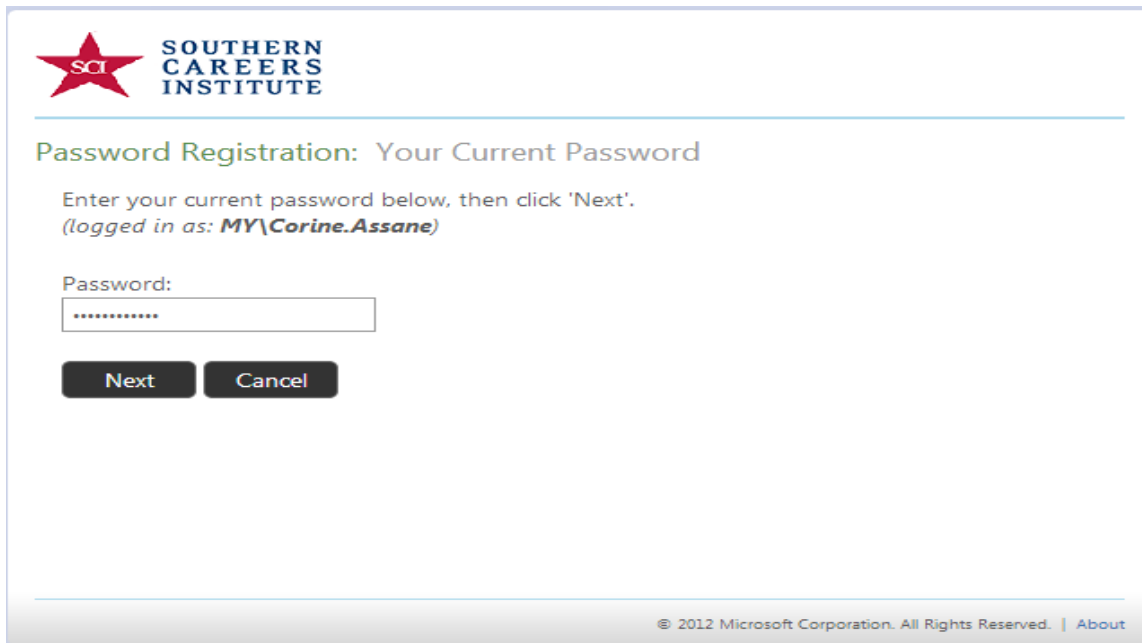


2. Here is the SCI Password Registration Home Page. Click on **Next** to continue.



The screenshot shows the SCI Password Registration Home Page. At the top left is the SCI logo, a red star with 'SCI' inside, followed by the text 'SOUTHERN CAREERS INSTITUTE'. Below the logo is a horizontal line. The main heading is 'Password Registration:'. Below this, there is a paragraph: 'If you ever forget your password, you can reset it yourself without calling your help desk.' followed by 'Click 'Next' to begin the registration process.' Below this text is a dark button labeled 'Next'. At the bottom right, there is a small copyright notice: '© 2012 Microsoft Corporation. All Rights Reserved. | About'.


3. The Portal will ask you to verify your current password one more time. Please enter your current password and click on **Next** to continue.



The screenshot shows the 'Password Registration: Your Current Password' page. At the top left is the SCI logo, a red star with 'SCI' inside, followed by the text 'SOUTHERN CAREERS INSTITUTE'. Below the logo is a horizontal line. The main heading is 'Password Registration: Your Current Password'. Below this, there is a paragraph: 'Enter your current password below, then click 'Next'.' followed by '(logged in as: MY\Corine.Assane)'. Below this text is a label 'Password:' followed by a text input field containing eight asterisks. Below the input field are two dark buttons labeled 'Next' and 'Cancel'. At the bottom right, there is a small copyright notice: '© 2012 Microsoft Corporation. All Rights Reserved. | About'.

4. You are required to answer any three questions from the set of 10 questions. If you answer more than three questions, Password Reset portal will randomly pick any three questions from the set of questions to which you provided answers. **Please be sure to click in the box only for those questions that you wish to answer. If you accidentally click on a box and chose not to answer that question, the system may register that as an answer and use it for challenges when you reset your password later.**

Now click on **Next** to continue.

 **SOUTHERN  
CAREERS  
INSTITUTE**

**Password Registration: Register Your Answers**

You must answer at least 3 questions to register.  
Each answer must contain at least three characters, and no two answers may be the same.

What is your High School Mascot?

Who is your favorite Teacher?

Which is your favorite Subject?

Your favorite Movie?

Your favorite Band?

What is your Mother's Maiden Name?

What is your Pet's Name?

The City you were born in?

Which is your favorite Sports Team?

The City your mother was born in?

The responses you provide are stored by your organization in Forefront Identity Manager.

**Next** **Cancel**

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5. You have now successfully registered for the password reset.



6. You will need to reset (change) the initial (temporary) password to something more unique to you. Open the SCI Password Reset Portal, Click on :-

<http://scifimserverus.cloudapp.net:90/default.aspx>

You will get the login screen as below, enter your User Name and click on **Next** to continue.

**NOTE:** If you forget your password, please make sure that you go to the link above. Do not use the link on the login page that says: "Can't access your account?" This goes to the Microsoft password location and SCI does not use the Microsoft system. SCI maintains your passwords in a separate system. You can **ONLY** reset your password using the method listed above.



### Password Reset:

Please enter your user name below

Examples:

contoso\mmeyers

mmeyers@contoso.com

Next

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7. Provide correct answers to the security questions and click on **Next** to continue.



### Verify Your Identity: Submit Your Answers

You must answer 3 of the following 3 questions.

Your favorite Movie?

The City you were born in?

Which is your favorite Sports Team?

Next

Cancel

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8. After providing correct answers, you now have the opportunity to enter your New Password and Confirm New Password. Click on **Next** to continue.



### Password Reset: Choose Your New Password

(Resetting password for corine.assane@my.scitexas.edu)

Enter a new password:

Re-enter the password:

Next

Cancel

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9. You have now successfully changed your password and can log in to your Office 365 using your school email address and your new password. If you happen to forget your password, you can simply go back through the process above starting at step 6 to self reset it.



Success: Your password has been reset

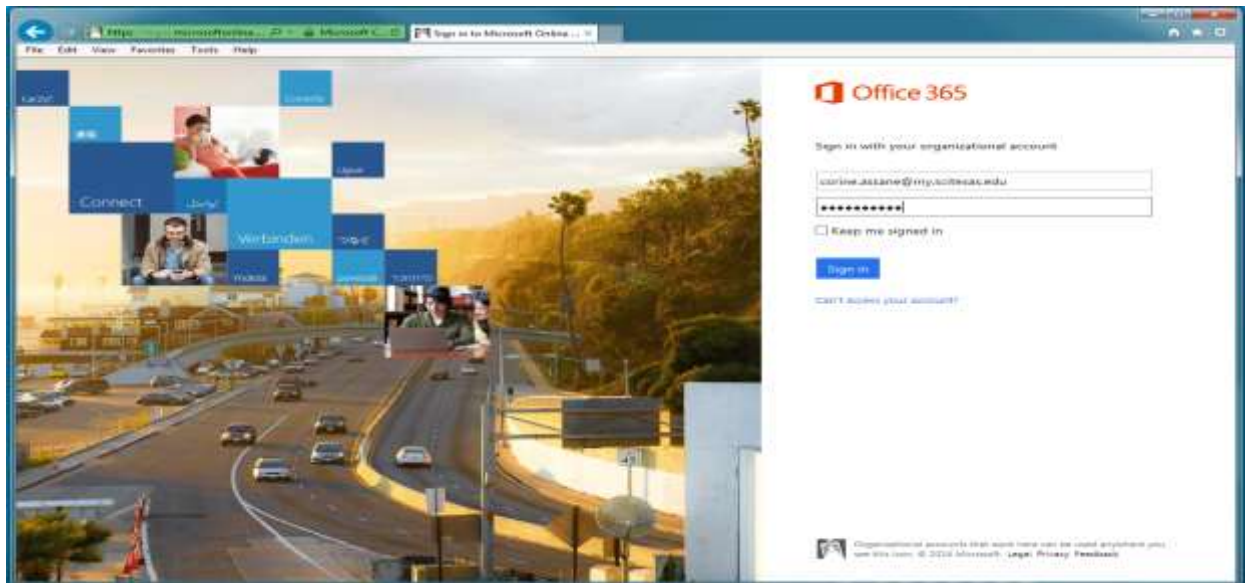


You can now use your new password to log in.

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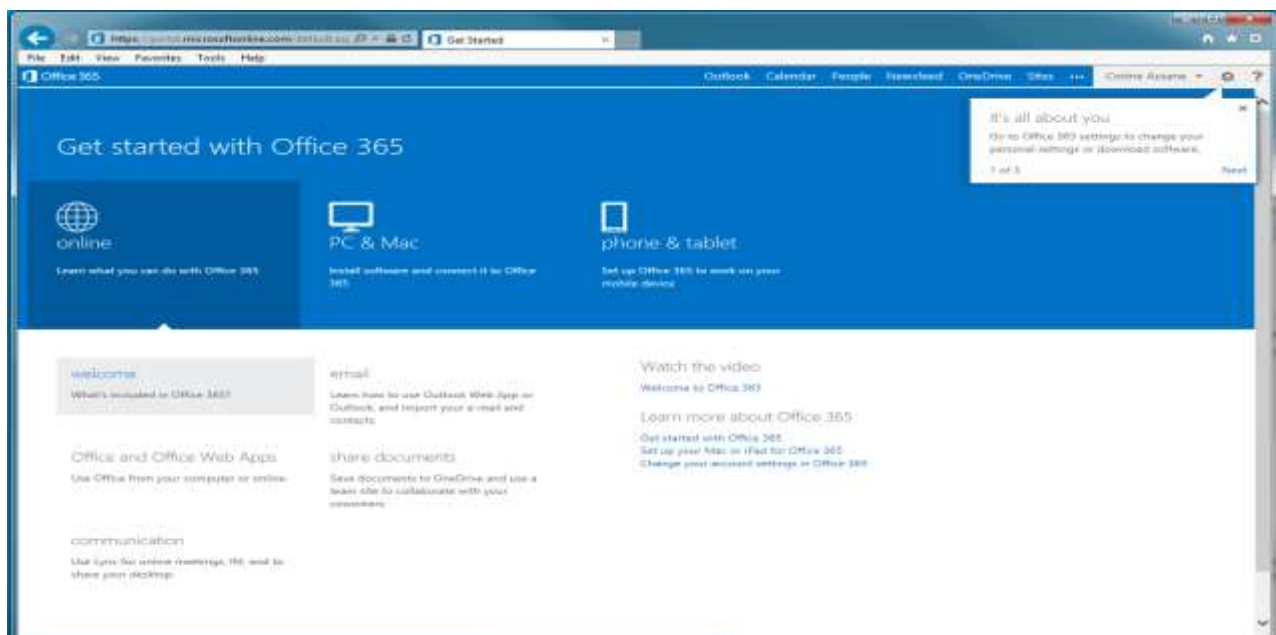
10. To log in to the Office-365 portal, click on this link: <http://office.scitexas.edu> OR type the URL on your web browser. We made the URL easy to remember, so do not be

concerned when the path changes on the browser for the Login page). The link can be saved to your favorites.



11. You are now able to successfully login to Office-365 portal with your username (new school email address) and your password (new password that you chose earlier).

**Note:** If you get a message saying “we are almost ready...” after you login, please be patient for a few minutes until the page loads.

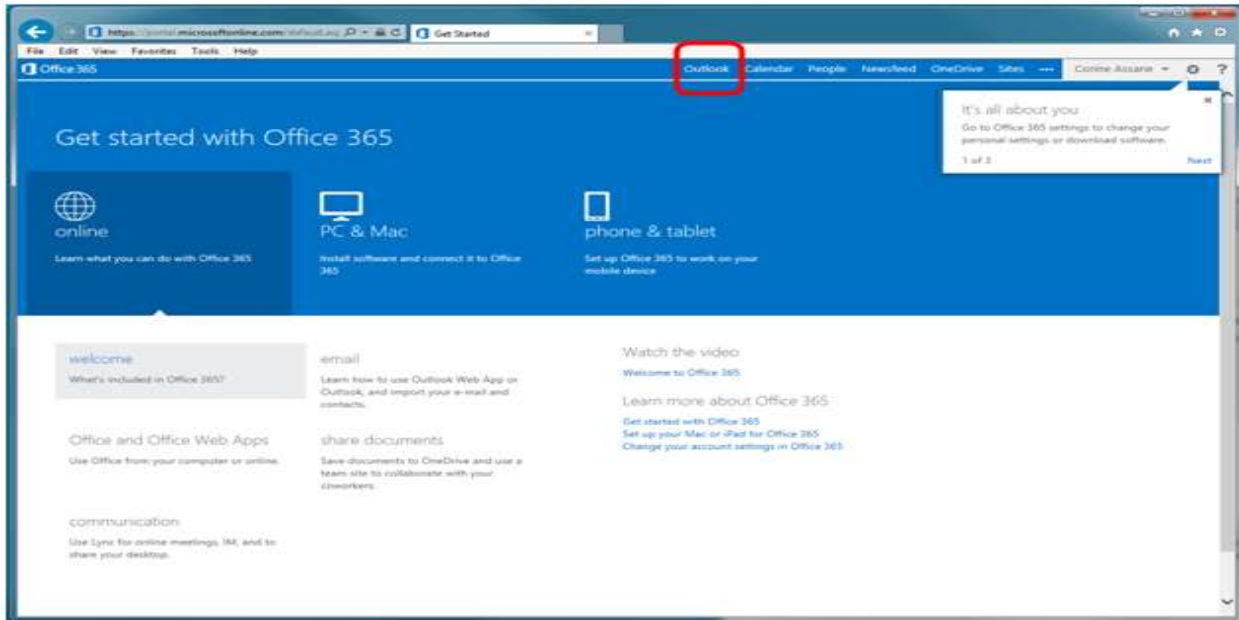




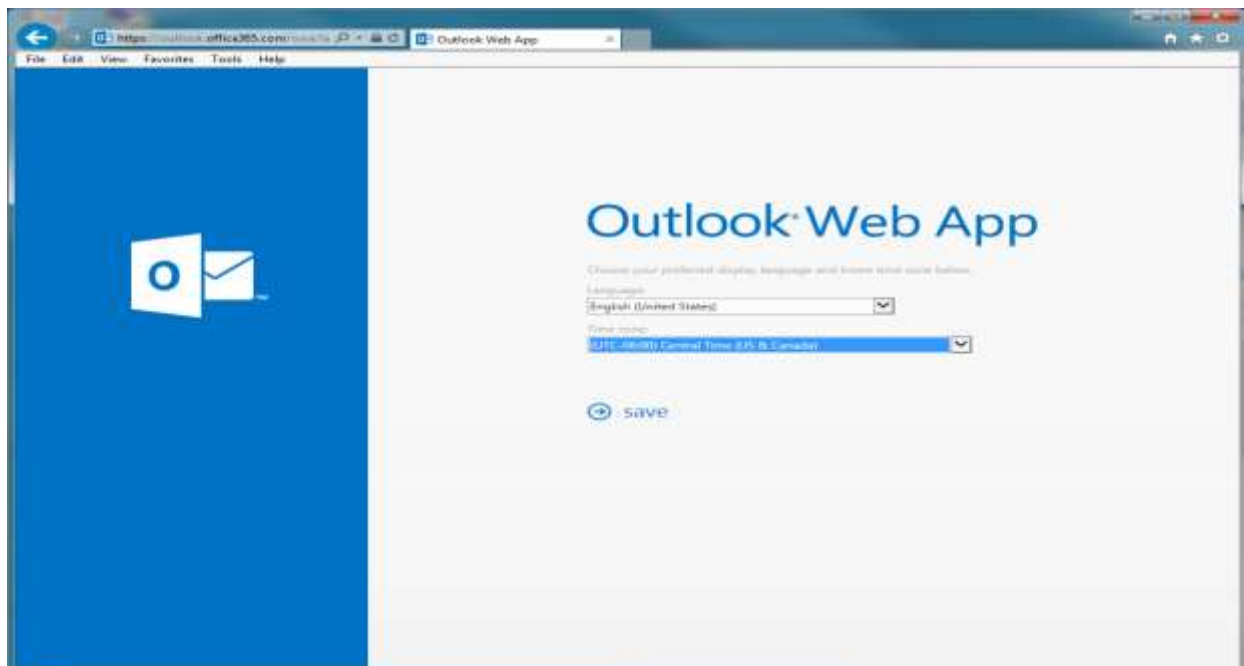
**12. Now, you will need to setup your Microsoft Outlook account for your new school email address using Office-365. It is required to use the Outlook Webmail when using a School computer.**

Setting up Outlook webmail from Office-365

- a. Click on the **Outlook** button once you are logged in

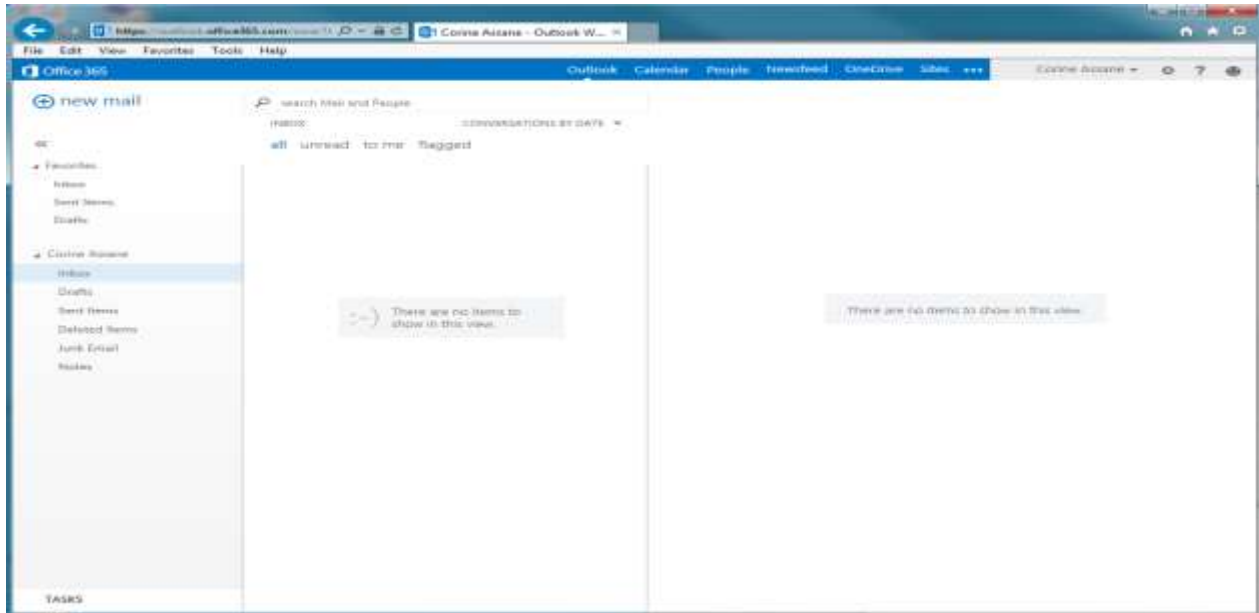


- b. Select "**Central Time (US & Canada)**", then click on the **Save** button

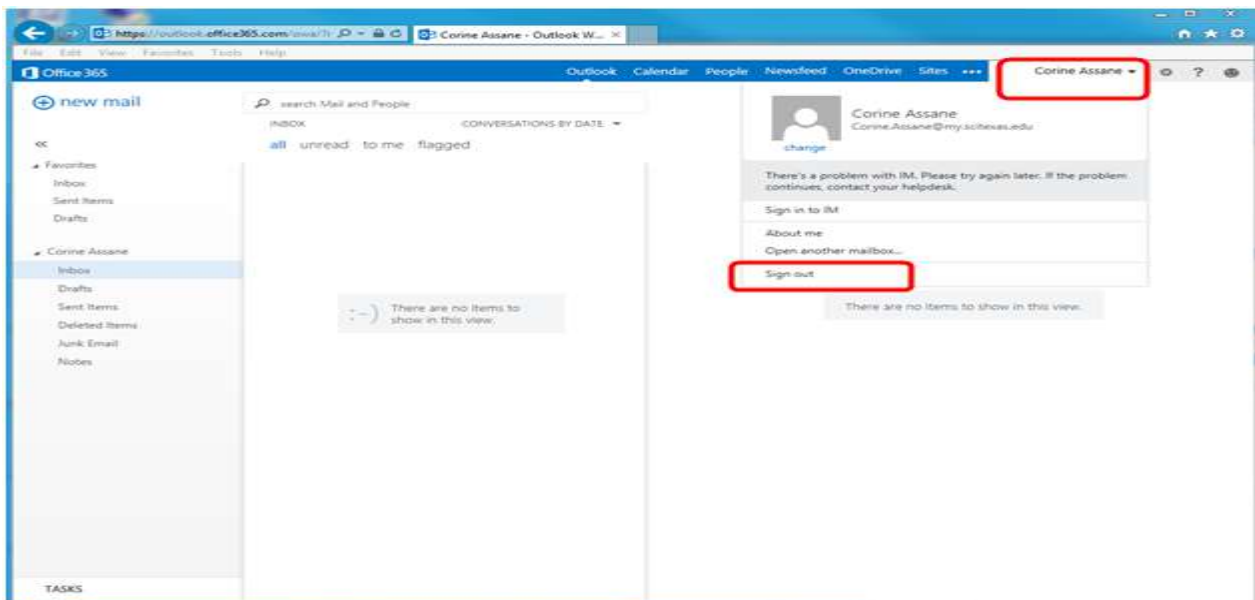


- c. Your Webmail Outlook from Office 365 is now ready to use

- d. Now your new email account is successfully added to Outlook and you can send and receive email.
- e. Click on **New Mail** to compose new emails.



- f. If you need to sign out of Office 365, click on the drop down menu where your name is located (upper right corner), then click on **Sign Out**.

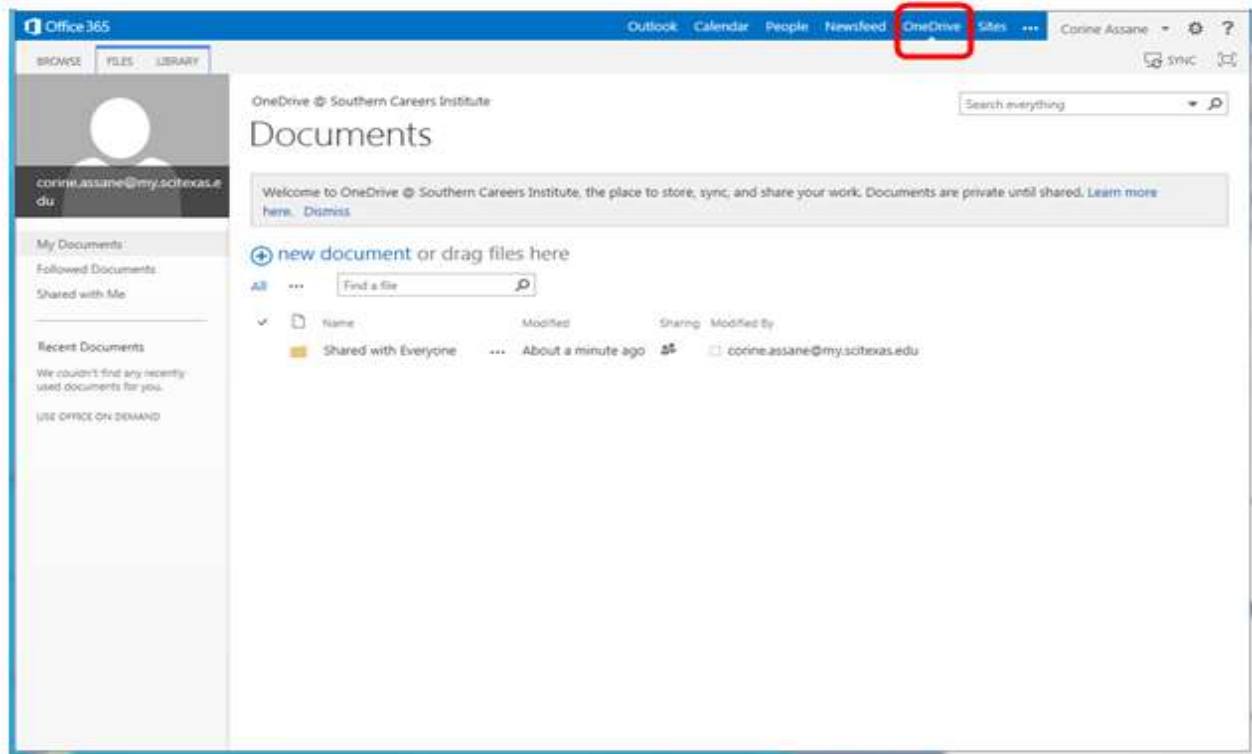


13. If you need to create a Web-based Microsoft Word, Excel, PowerPoint or OneNote document, use the instructions below:

- a. Click on the **OneDrive** button.

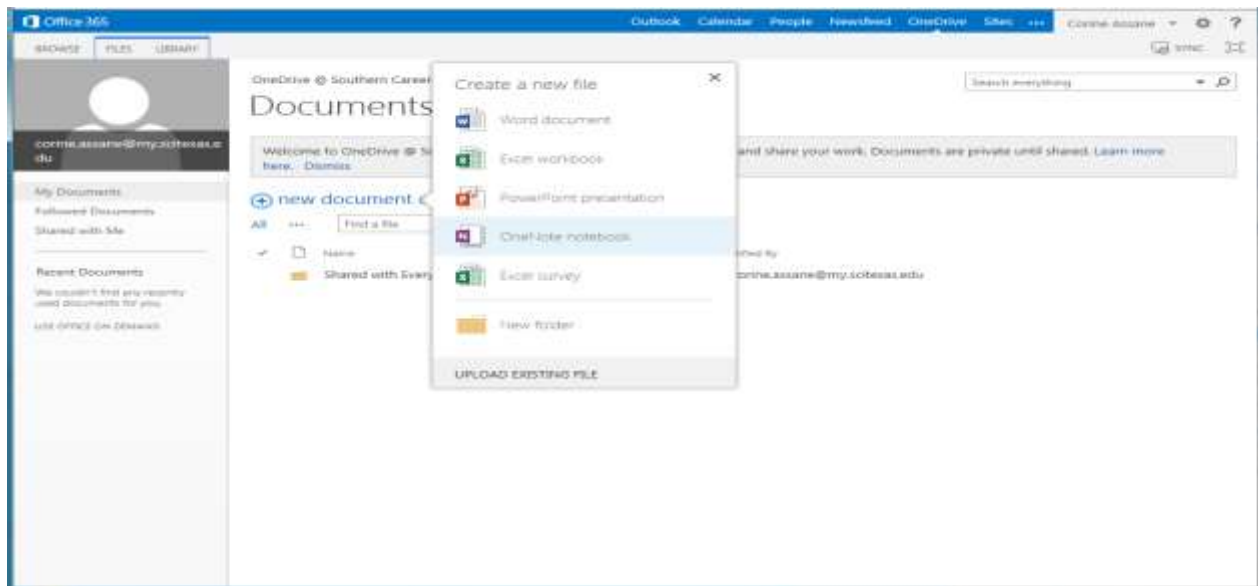
OneDrive is the cloud file storage which allows you to store, sync, and share files/documents across multiple devices.

**Note:** If you get a message saying “we are almost ready...” after you click on the **OneDrive** button, please be patient for a few minutes until the page loads.

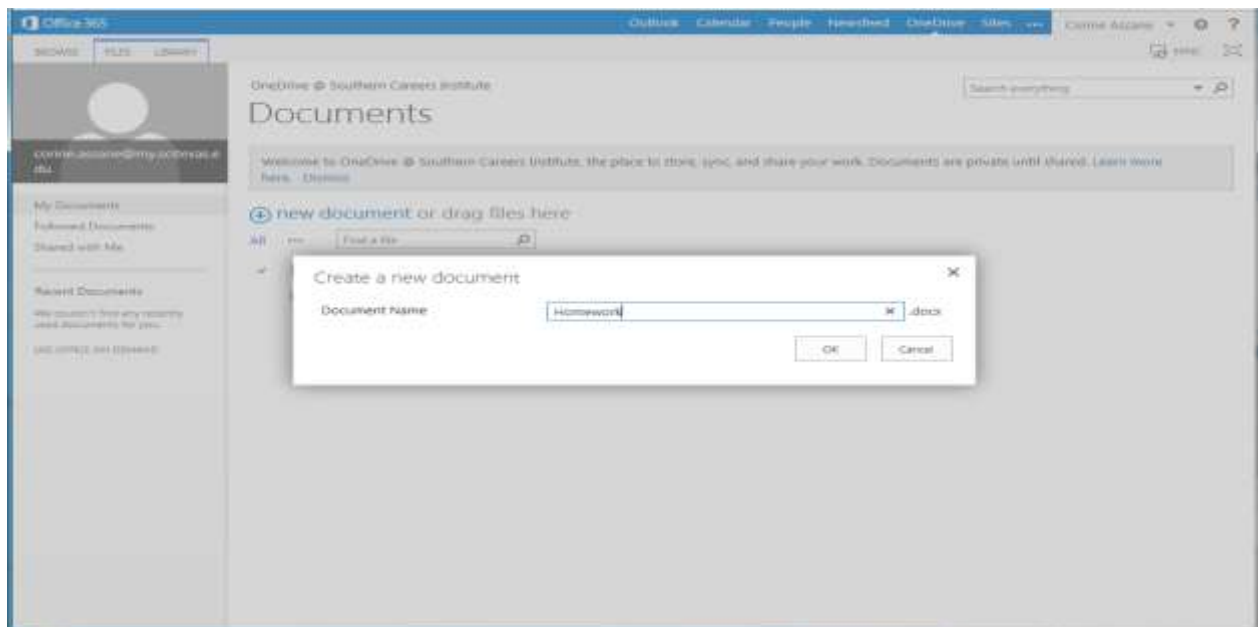


- b. Click on **New Document**.

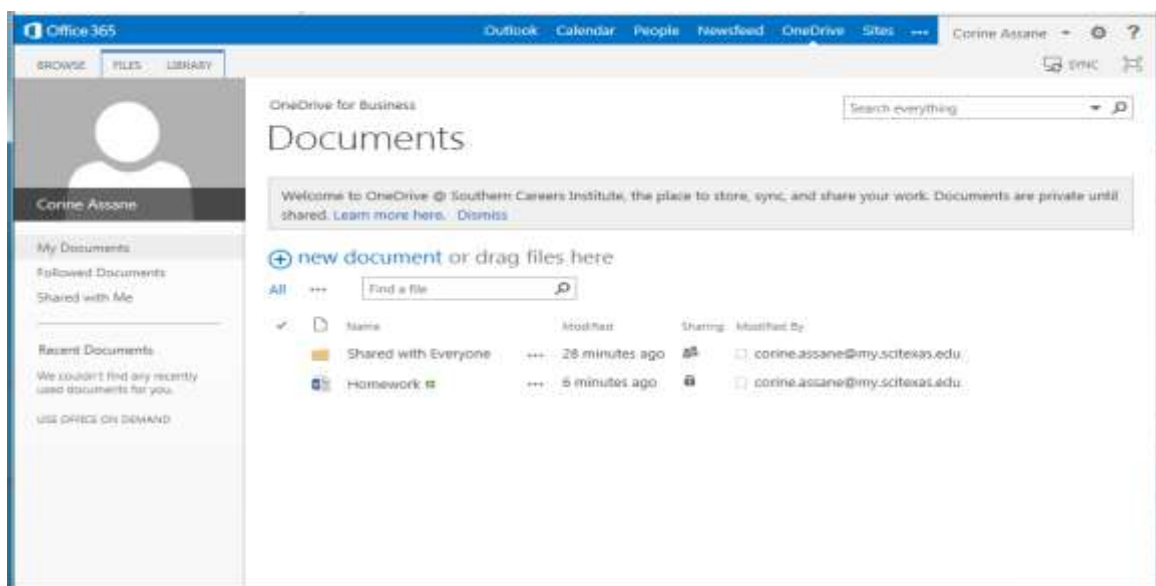
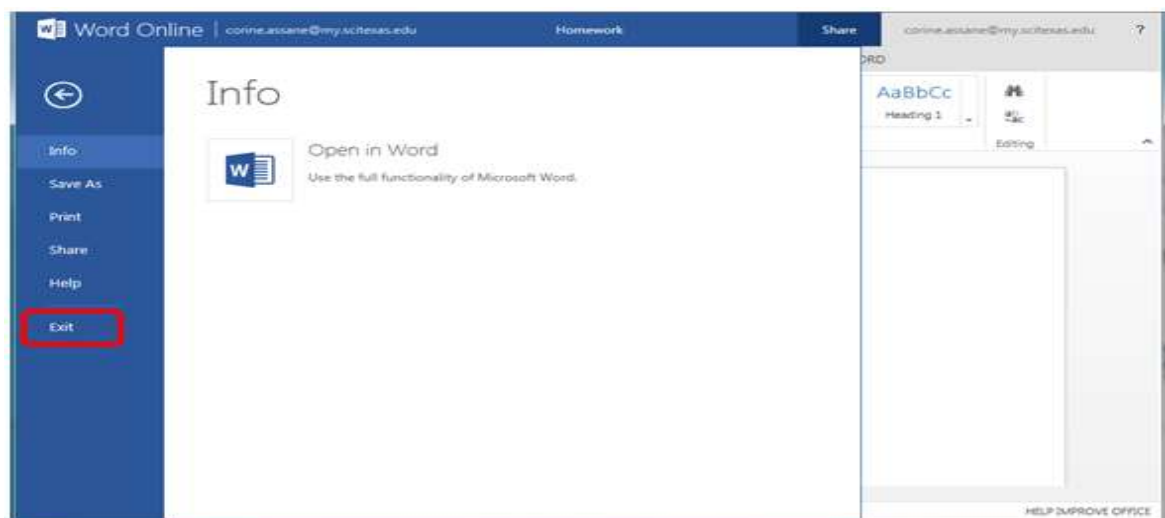
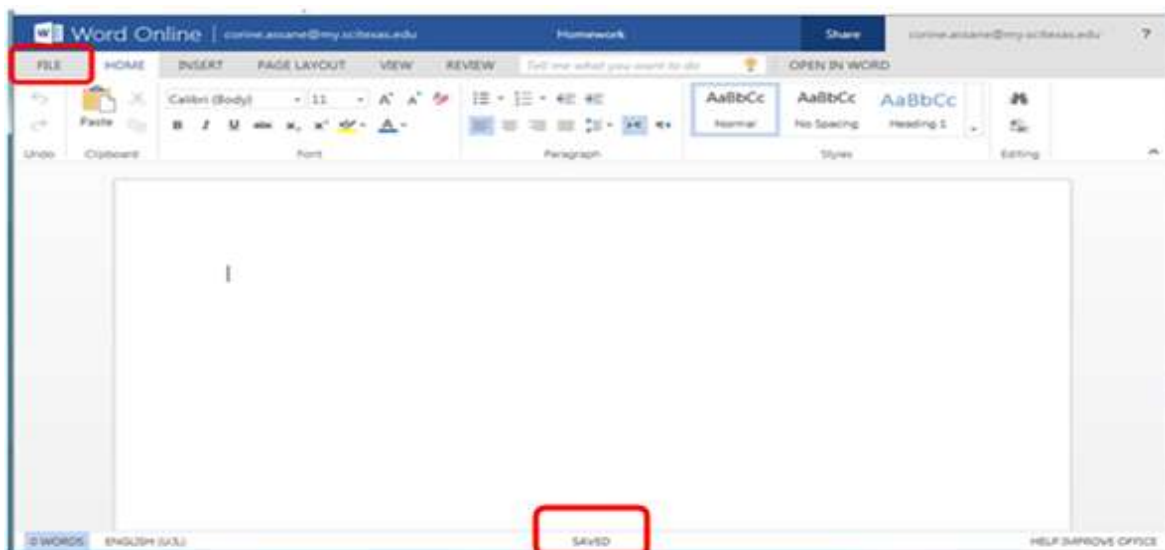
- c. Select the type of document you would like to create (Word, Excel, PowerPoint or OneNote, etc...)



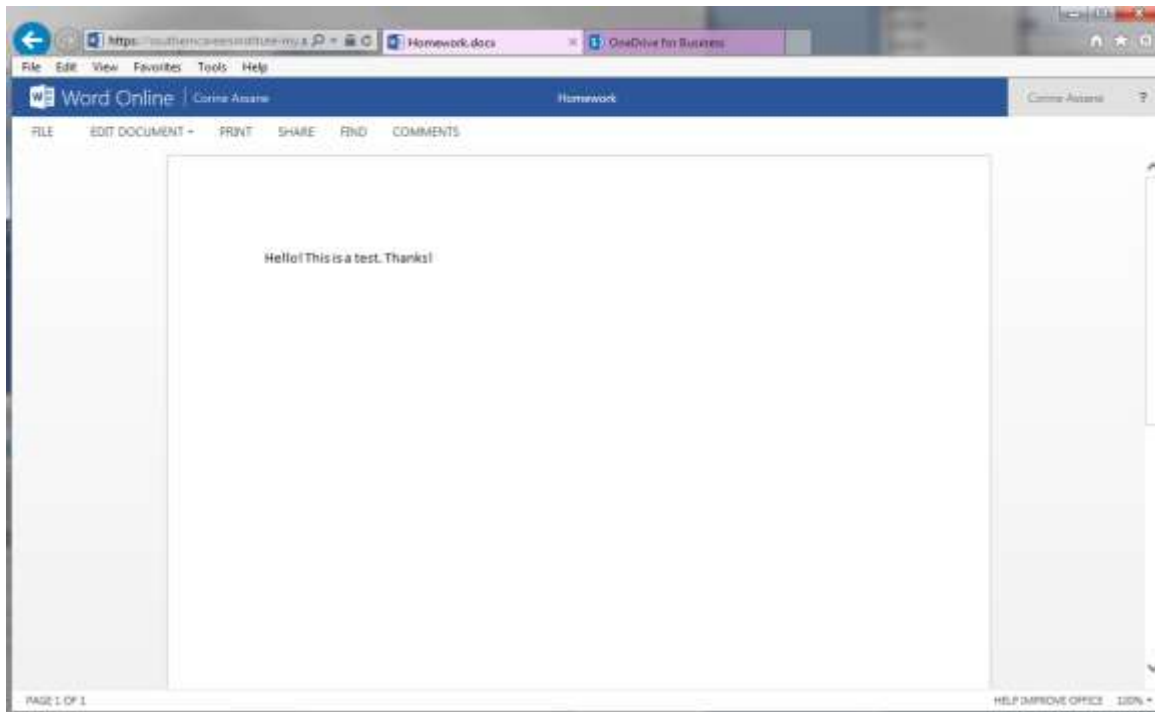
d. Name the document, then click on the OK button



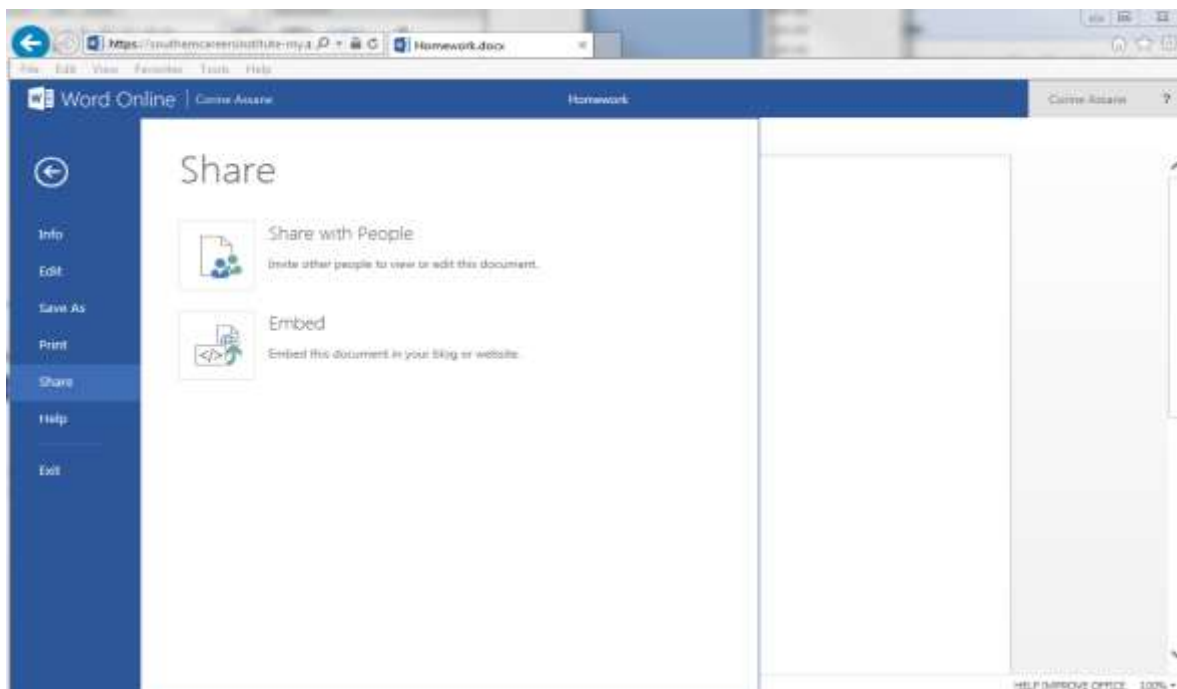
- e. Your blank document is ready to be worked on. Once you are done with your document and want to exit out of the document in order to get back to the **OneDrive** page, click on the **File** button and then click on the **Exit** button.
- f. Please note that each document is automatically saved in the Cloud when you exit out of the document. There is no SAVE button, so you do not physically save anything. When you go back to your document (by clicking on the name of your document on the **OneDrive** page it has all your contents and it is the way you left it.



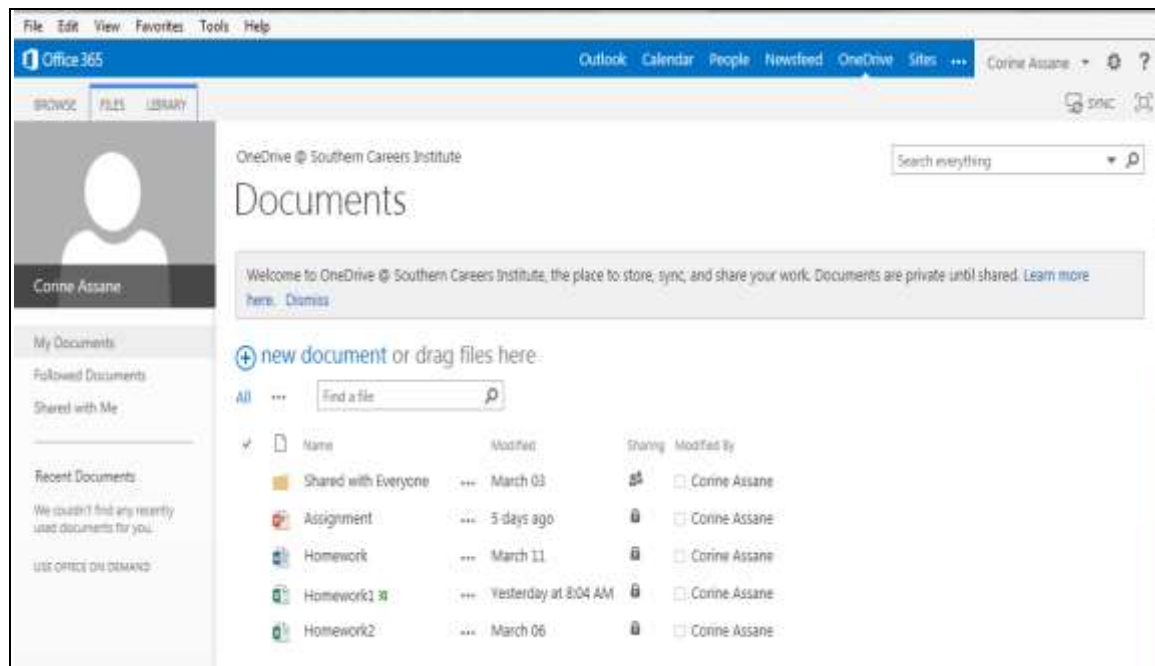
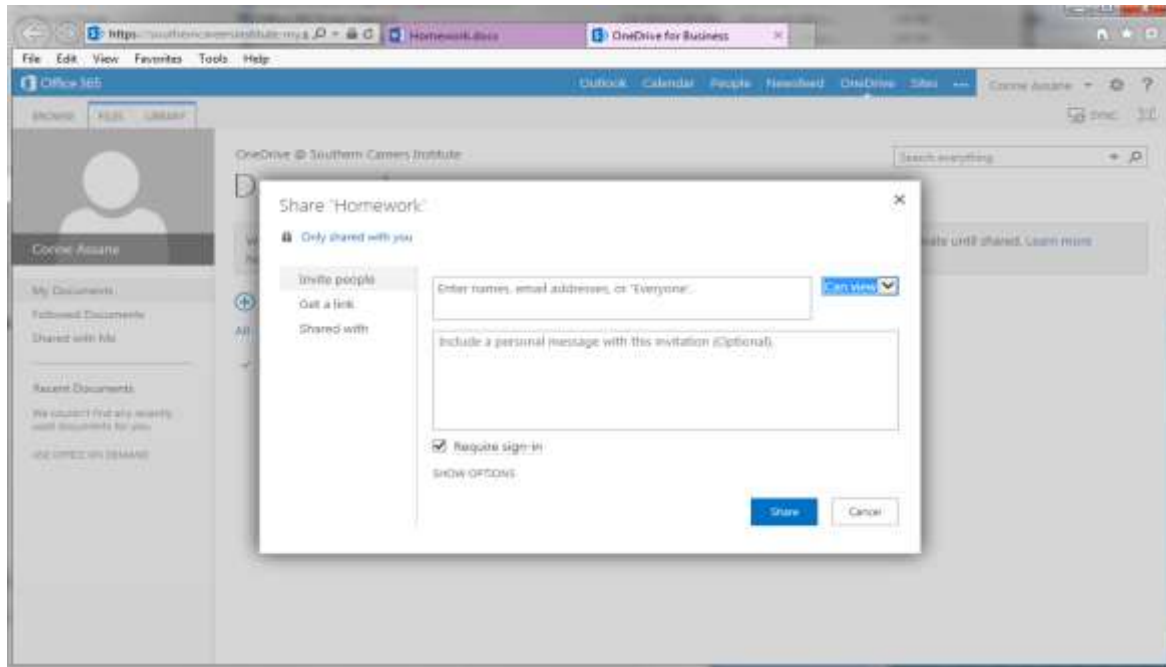
- g. If you want to share your document with your instructor, use the **SHARE** option under the **File** button on the document itself. Click on the specific document on the **OneDrive** page. Then click on the **File** button.



- h. Under the File button, click on the **Share** button. Then click on **Share with People**.



- i. Under the **Invite People** option, type the email address of your instructor.
- j. Select the option "Can View" or "Can Edit" on the right side depending on what you would like. Type a message if applicable. Click on the **Save** button to share it. Once you click on the Save button, you will be redirected to the **OneDrive** page.



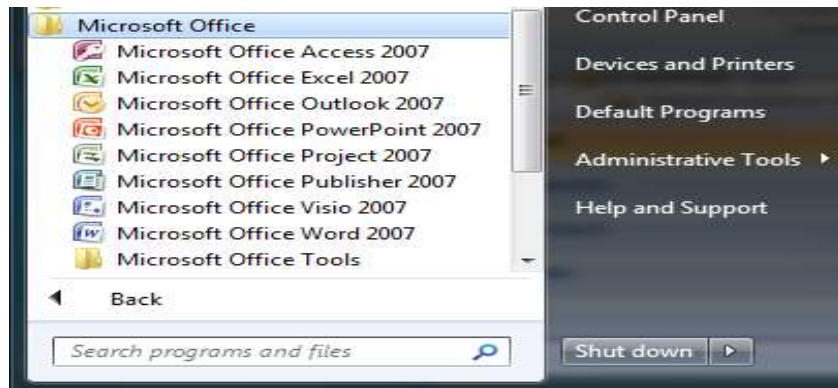
14. For more information **on Office 365** and **OneDrive**, please refer to the following link:  
<http://office.microsoft.com/en-us/office365-suite-help/start-using-office-and-office-web-apps-HA103106031.aspx>

- 15. Please do not use Microsoft Outlook (already installed) on the school computer.**  
**You may use Office 365 (Outlook) to access your email.**

**OPTIONAL: if you want to access (send/receive emails) your new school email address using Microsoft Outlook that is already installed on your computer at HOME (Microsoft Office 2007, 2010 or newer versions), you can follow the instructions below to setup your school email account.**

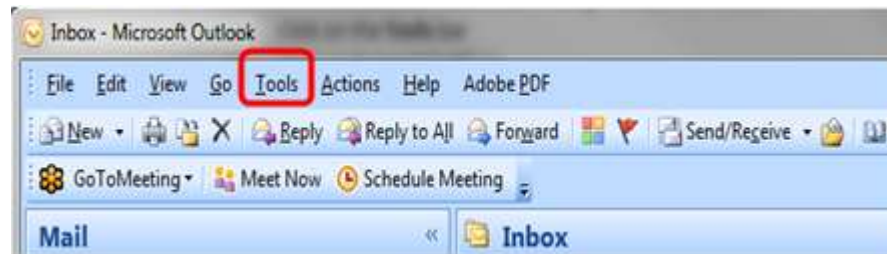
You will need to have Microsoft Office **installed** on your home computer so that you can setup your Microsoft Outlook account (school email account) using your username (full Office 365 email) and password.

- a. Click on the Microsoft Office Outlook icon to open it
  - i. If you do not have the Outlook icon on your computer:
    - ❖ Click on the Start Menu
    - ❖ Click on All Programs
    - ❖ Click on the Microsoft Office folder
    - ❖ Click on Microsoft Office Outlook
    - ❖ Once you have Outlook opened, you will be able to add your new school email account



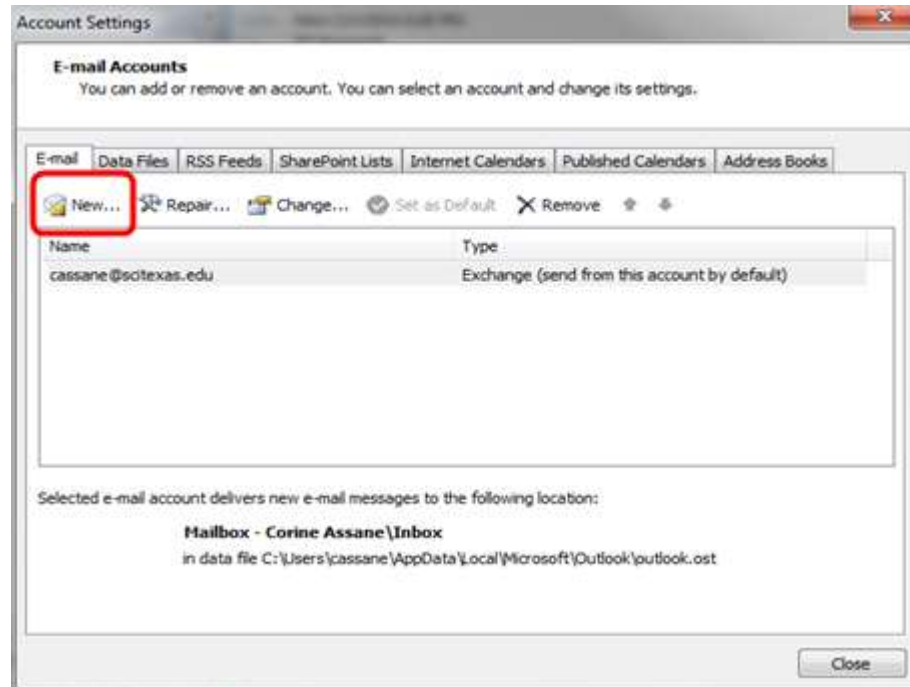
- b. To add your new school email account to Outlook using Microsoft Office 2007
  - i. Click on the **Tools** bar



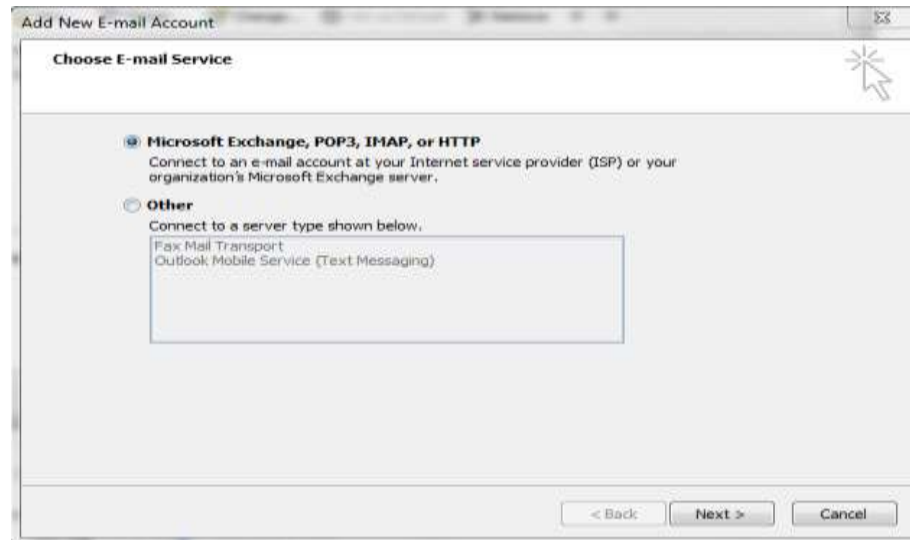


ii. Click on **Account Settings...**

iii. Click on **New**



iv. Click on **Next**



- v. Enter your **name**, **email address**, and **password**

**Add Account**

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

☒ **E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your internet service provider has given you.

☐ **Manual setup or additional server types**

< Back   **Next >**   Cancel

- vi. Click on **Next**  
vii. Click on **Finish**

**Add Account**

**Congratulations!**

**Configuring**

Outlook is completing the setup for your account. This might take several minutes.

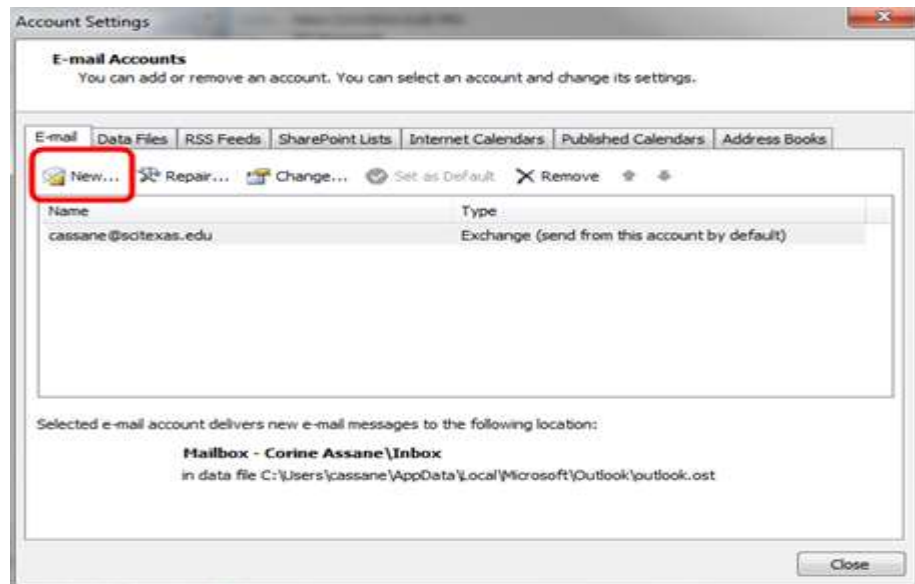
- ✓ Establishing network connection
- ✓ Searching for TUser@my.scitexas.edu settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☐ Change account settings   Add another account...

< Back   **Finish**   Cancel

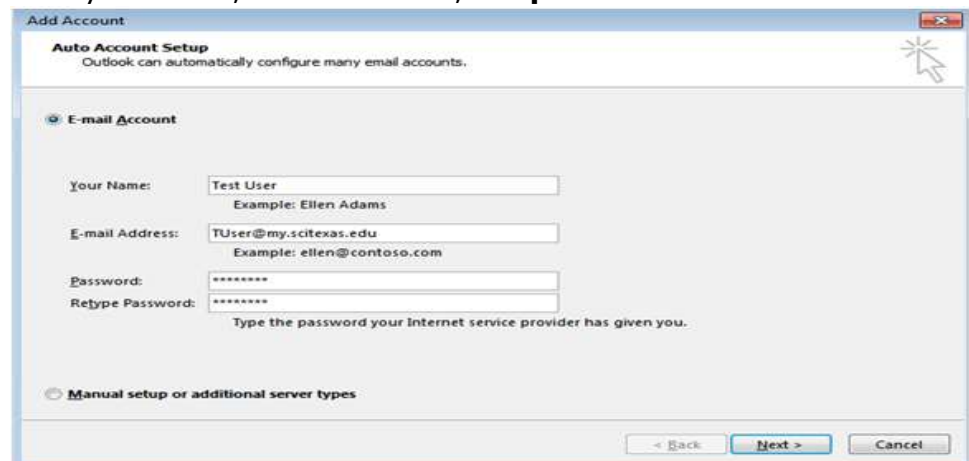
- c. To add your new school email account using Microsoft Office 2010 and newer versions to Outlook
- i. Click on the **File** menu
  - ii. Click on **Account Settings**
  - iii. Click on **Account Settings** again
  - iv. Click on **New**



v. Click on **Next**



vi. Enter your **name**, **email address**, and **password**



- vii. Click on **Next**
- viii. Click on **Finish**

